

PENTWATER TOWNSHIP LIBRARY BOARD

Minutes of Meeting held

February 27, 2018

At Pentwater Township Library

**Call to Order:**

Vice President Valerie Church-McHugh called the meeting to order at 5:02 p.m.

**Roll Call:**

Present: Valerie Church-McHugh, Cynthia Maguire, Nancy Peterson and Elaine LeTarte.

Absent: Kendra Flynn and Joan LundBorg

Also present: Mary Barker, Librarian

**Approval of Agenda:**

At the request of Mary Barker, an addition item was added to New Business: Consideration of use of Credit Cards for Payment at Library. The two references to the year were corrected to 2018. Cynthia moved to approve the agenda as presented with the additional item and corrections. Nancy seconded. The motion passed, 4-0.

**Approval of Minutes**

Elaine moved that the minutes be approved, subject to two changes: 1) that the two sentences concerning additional purchases to complete the renovation be moved from the Finance Report on page 1 to the bullet point on page three concerning the Refresh Project Punch List, and 2) that the reference to the Township Clerk on page 3 be corrected to Township Treasurer. Cynthia seconded. The motion passed, 4-0.

**Treasurer's Report**

Elaine presented the Treasurer's report; the expenditures for both the operating and capital budgets are within the overall budget amounts, although a few amendments to specific budget lines will be presented under New Business. Nancy moved to accept the Treasurer's Report. Cynthia seconded. The motion passed, 4-0.

**Review of Bills Paid**

As required under the Board's new procedure for paying bills, staff presented a list of bills paid from the last meeting to this meeting. The Board reviewed the list, Mary answered questions

about some items. Elaine moved that the Board accept the report of bills paid as presented by staff. Nancy seconded. The motion passed, 4-0.

### **Director's Report**

Mary noted in her report is now in the new format the Board requested; each section now refers to the relevant section of the Board's Strategic Plan. Among this month's highlights: The Board's new ILS Apollo library management system came on-line today without a problem; Mary obtained a grant from MMLL to fund the updating of materials for children's story hours; the conference room is being used for both library programs and community meetings on a daily basis, the staff is discussing security issues in the building; the library received newspaper coverage for the quilt project, and the winter reading program has an all-time high of 39 participants to date.

### **Committee Reports**

There were no Committee Reports.

### **Continuing Business**

There was no Continuing Business.

### **New Business**

Amending FY18 Operating Budget Elaine discussed with the Board the need to amend several budget lines, to have enough to pay for the one-time data migration for the new ILS Apollo system, and for the building and errors and omissions insurance. By taking unused monies from Computer Expenses, the overall budgeted expenditures will be preserved.

- Cynthia moved that the Professional and Contractual Services line be increased by \$1000 and the Computer expense line be decreased by \$1000. Nancy seconded. A roll call vote was taken: Cynthia, yes; Nancy, yes; Elaine, yes; Valerie, yes. The motion passed, 4-0.
- Nancy moved that the Insurance line be increased by \$100 and the Computer Expense line be decreased by \$100. A roll call vote was taken: Cynthia, yes; Nancy, yes; Elaine, yes; Valerie, yes. The motion passed, 4-0.

Amending the FY18 Capital Budget Elaine discussed with the Board the need to amend the capital budget to add monies to the Professional and Contractual line for attorney's fees incurred at the change of the budget year last March. Again, by taking unused monies from Computer Expense line, the Board preserves the overall budgeted expenditures.

- Nancy moved that the Professional Services line in the Capital budget be increased by \$722, the Computer Expenses line be decreased by \$722. A roll call vote was taken: Cynthia, yes; Nancy, yes; Elaine, yes; Valerie, yes. The motion passed, 4-0.

Capital Budget Certificates of Deposit Elaine asked the Board to consider investing some of the remaining Capital monies in CDs. Further discussion and decision was tabled.

FY19 Budget preliminaries Mary presented the preliminary operating budget for FY19. The budget anticipates income of \$194,822, and expenditures of \$184,822. Mary discussed with the Board her thoughts behind the various expenditures. She pointed out that the Board continues to spend close to the same amount on new book purchases. In addition, the library now has access to more e-books for half the cost paid in earlier years. The public meeting for the budget will be March 20, 2018. Notices have been sent to the Oceana Herald Journal for publication in the weeks prior to that meeting.

No separate Capital Budget is being proposed for FY19 because the Renovation / Refresh project has been completed, and the Board has not yet planned any outdoor / outside projects.

#### Action Plan

Mary presented the Action Plan to the Board, showing staff's plans to achieve the Library's Strategic Plan.

#### Board Work Session – March 27, at 1:00 p.m. at the Library

Valerie reminded Board members that the next Board workshop is scheduled for next month. She and Kendra are working on an agenda focused on fundraising.

#### Credit Card Utility

Mary discussed with the Board the opportunity to enable the library to take payments from patrons using credit cards. Other libraries in the area have begun offering this service. Valerie asked Mary to further research this and present it at an upcoming meeting.

#### Other Business to come before the Board

Valerie will be participating in the National Library Legislative Day on the Hill in Washington D.C. on May 7-8, 2018.

#### Public Comment

None

#### Adjourn

There being no further business before the Board, Valerie adjourned the meeting at 6:14 p.m.

Respectfully submitted:

Elaine LeTarte, Treasurer